

DD/S&T 4015-68

17 October 1968

MEMORANDUM FOR: Records Management Officer, OEL
Records Management Officer, OSA
Records Management Officer, OSP
Records Management Officer, OCS
Records Management Officer, ORD
Records Management Officer, OSI
Records Management Officer, FMSAC
Records Management Officer, O/DD/S&T

SUBJECT : Destruction of Records at the Records Center

1. Requests for the destruction of permanent and temporary records stored at the Records Center contrary to existing disposition instructions have been brought to my attention. When the purge was initiated, the intent was not to disregard established Agency Records Management procedures.

2. In order for the Records Center to comply to requests to destroy records sooner than the existing disposition instructions, a memo is required by the Chief, Records Center. The memo must fully state the reasons for the exception and then be forwarded via the CIA Records Administration Officer and myself..

3. Destruction requests will not be honored unless the above procedures are followed. If there are any questions in reference to this memo, please contact me on extension 7787.

25X1A

DD/S&T Records Management Officer

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